

## **ADVANCED REPORT WRITING**

US 110023 / NQF Level 4 / Non-Credit-Bearing

Being able to write an effective report is a necessary skill for staff members who are required to communicate in writing in a business environment. A report requires many elements to be effective, professional, and fit for purpose. Writing reports can be a daunting task! This course aims to assist anyone who is required to write short or long reports to be more comfortable and confident in the process. This course will help learners to understand the purpose, structure and layout of reports while enhancing their ability to accurately compile impactful reports.

### **WHO SHOULD ATTEND**

- Anyone who is required to write formal and informal reports to inform, record, influence, and make recommendations

### **HOW YOU WILL BENEFIT**

- Formal structures for various report types
- Confidence in your report-writing
- Able to define the purpose of your report, use clear headings, structure information according to recipients' needs, and factually present information
- Demonstrate professionalism and competence through your written work
- Able to write concisely, accurately, and clearly to achieve understanding

### **WHAT WILL BE COVERED**

- Able to define the purpose of your report, use clear headings, structure information according to recipients' needs, and factually present information
- Explore the range of reports that may be written in a business context
- Identify the purpose and information needs of different types of reports
- Establish the structure and layout of different types of reports
  - **Create templates**
  - **Plan headings**
  - **Organise material**
- Collect and analyse information from relevant sources
- Understand the importance of writing factually and using the correct tone to convey messages in a professional manner
- Practice writing sentences to be clear and concise and with correct punctuation, spelling and grammar
- Examine and practice writing introductions, conclusions and recommendations
- Examine and practice developing the content of reports including:
  - **Graphs, tables, figures, and images**
  - **Appendices**
  - **Screenshots**
- Explore various applications that may assist in enhancing report writing skills.

### **PTO For Table of Contents**

*Two-day course 08:30 -16:00*

*Tel: (031) 267 1229*

[sales@kznbtc.co.za](mailto:sales@kznbtc.co.za) / [www.kznbusinessstraining.co.za](http://www.kznbusinessstraining.co.za)

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<b>Module 1</b> <b>The purpose, content, form, frequency and recipients of a range of reports</b>	<b>Module 2</b> <b>Identify information sources and organisational procedures for obtaining and distributing information</b>
<ul style="list-style-type: none"> <li>• Types of written communication</li> <li>• Definition of business reports</li> <li>• Purpose of Business Reports</li> <li>• Types of business reports</li> <li>• Meeting the needs of recipients of reports</li> <li>• Report headings and templates</li> </ul>	<ul style="list-style-type: none"> <li>• Information sources               <ul style="list-style-type: none"> <li>○ Linking Information Sources to a Report</li> <li>○ Methods for collecting unrecorded data</li> <li>○ Managing report information sources</li> <li>○ Using company procedures</li> </ul> </li> <li>• Analyse the information               <ul style="list-style-type: none"> <li>○ Using graphs, charts, and tables</li> </ul> </li> <li>• Determine the solution</li> </ul>
<b>Module 3</b> <b>Compile reports related to a selected business function</b>	<b>Module 4</b> <b>Liaise with relevant parties and verify that reported information is in accordance with requirements</b>
<ul style="list-style-type: none"> <li>• Compile reports using current information</li> <li>• Organise report with headings and sections</li> <li>• Writing content of the report               <ul style="list-style-type: none"> <li>○ Writing a draft</li> <li>○ Accuracy of content</li> <li>○ Style</li> <li>○ Accuracy of writing</li> </ul> </li> <li>• Writing introductions</li> <li>• Writing conclusions</li> <li>• Writing recommendations</li> <li>• Including graphics</li> <li>• Quality Control</li> <li>• Revising a report</li> <li>• Distributing reports within set timeframes</li> </ul>	<ul style="list-style-type: none"> <li>• Report Feedback               <ul style="list-style-type: none"> <li>○ Evaluate the Report Content</li> <li>○ Get feedback</li> <li>○ Amendments to reports</li> </ul> </li> <li>• Report Templates               <ul style="list-style-type: none"> <li>○ Memo (Short Report)</li> <li>○ Project Progress Report</li> <li>○ Incident Report</li> <li>○ Investigation Report</li> <li>○ Feedback Report</li> <li>○ Formal Report (Analytical or Research)</li> </ul> </li> <li>• Appendix               <ul style="list-style-type: none"> <li>○ Accurate Writing Tips and Rules</li> </ul> </li> </ul>